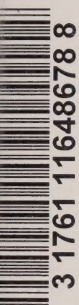


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RURAL MAIL DELIVERY

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THE QUEEN'S PRINTER AND CONTROLLER OF STATIONERY
OTTAWA

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TABLE OF CONTENTS

PART III (Patrons)

Subject	Section No.
What is Rural Mail Delivery	75
How to Get a Rural Route Established	76
How to Obtain an Extension	77
How to Obtain Service on an Existing Route	78
Post Office , will be closed when R.M.D. established.....	79
Petitioners Will be Advised if Service is Approved	80
Inauguration of Service on New Routes and Extensions	81
Rural Mail Boxes	82
Erection and Identification of Boxes	83
Boxes Must Not be Erected Within 1/2 Mile of a Post Office	84
When Box is Erected	85
Maximum of 3 Families to use one box	86
	Sections 87-88 not used
Box Not To Be Locked	89
Mail in Box at Boxholders Risk	90
Boxes Intended for Mail	91
Signal When Box Contains Mail	92
Mail Obtainable at P.O. on Non-Mail Days Only	93
Shortpaid or Unpaid Mail	94
Roads Must be Kept Open	95
Approach to Box Must be Kept Clear	96
Boxes and Posts Must be Kept in Repair	97
Damage to Boxes	98
Addressing Mail	99
Changes of Address	100

TABLE OF CONTENTS—Continued

Subject	Section No.
Numbering of Boxes	101
Service from One Route Only	102
Routes May be Rearranged	103
Postal Employees Forbidden to Divulge Information	104
Purchase of Postage Stamps	105

GROUP MAIL BOXES

When Group Boxes are Provided	106
Service Same as to R.M.D. Box	107
Compartments to be Locked	108
Separate Compartment for Each Patron	109
Outgoing Mail	110
No Service Within $\frac{1}{2}$ Mile of P.O.	111

REGISTRATION

What May be Registered	112
How To Register Mail	113
Retain Receipt	114
Fragile Articles	115
Registers Must Be Securely Put Up ..	116

PARCEL POST

What Can Be Sent	117
Parcels Should Be Fully Prepaid	118
Insufficiently Paid Parcels	118(a)
Unpaid Parcels	118(b)
How To Insure Parcels	119
C.O.D. Service	120
Delivery of Registers, C.O.D.'s and Large Parcels	121

TABLE OF CONTENTS—Concluded

Subject	Section No.
Patrons Must Sign for Registers and C.O.D.'s.....	122

MONEY ORDERS

How To Purchase M.O.'s	123
Responsibility For Loss of Money	124
Postmasters May Send M.O.'s by Mail	125
Cashing of M.O.'s Through Courier..	126

PART III

PATRONS

75. What is Rural Mail Delivery?

It is a system for collection and delivery of mail; and for the transaction of other postal business with persons residing along or near well defined roads in reasonably well settled rural areas.

There is no Charge for Service.

Mail will be delivered to the box and collected therefrom at the expense of the Post Office Department.

76. How to Get a Rural Route Established.

- (a) **First Plan a Route**, (with the aid of a map if available) of reasonable length over **Well Kept Roads**, which will make service available to the greatest possible number of residents. Preferably the route should be of a circuitous nature, avoiding, as far as possible, spurs or duplication of travel. Any resident not directly along the proposed route may obtain service by erecting a box along the route at the closest point to his home.
- (b) **A minimum of Three Householders Per Travelled Mile** will

be required for a route providing daily except Sunday service. Where there are fewer than three householders per mile, a less frequent service will be provided.

- (c) **Circulate a Petition** to be signed **ONLY** by the **HEAD OF EACH HOUSEHOLD** interested in obtaining service. Number each signature and show opposite each name the location of the householder, i.e. Lot No. (Quarter Section) etc. The petition should be signed by at least 50% of the heads of households in the area to be served by the proposed rural route.

- (d) **Draw a Sketch Showing:**

(i) **Roads** to be followed, direction of travel to be indicated thus
→ →

(ii) **Location of Each Petitioner's Residence** to be indicated by a number corresponding to the number entered on the petition opposite the petitioner's signature.

- (e) **Prepare a Detail of Travel** which the courier would have to follow, e.g., Leave post office, proceed 5 miles (via such and such road, or between lots, concessions range or sections No. as the case may be) thence north 3 miles, etc., etc.

- (f) **Mail Completed Petition, Sketch and Detail of Travel** to the District Director of Postal Service. (Postmaster will furnish his address).

77. How to obtain an Extension to an Existing Rural Route. Submit a petition and sketch as explained in the preceding section. Requirements as regards suitable roads and number of householders per mile are the same as for a new rural route.

78. How to Obtain Service on an Existing Rural Route.

Contact the Postmaster at the Post Office where the rural route emanates and inform him of the location of your residence and the proposed location of the box, i.e. Lot No., Concession No., etc.

79. Post Offices on or adjacent to new rural routes or extensions **Will be Closed** when rural mail delivery is made available to the patrons.

80. Petitioners Will be Advised if Service is Approved and will be required to obtain and erect a rural mail box.

81. Inauguration of Service on New Routes and/or Extensions. The District Director of Postal Service and or the Postmaster will inform all concerned as to the date service will commence.

82. Rural Mail Boxes. Only boxes constructed in accordance with the specifications laid down by the Post Office Department may be used for the reception of mail on rural routes. Consult your Postmaster for full details.

83. Erection and Identification of Boxes. A rural mail box shall be:

- (a) Located along the right-hand side of the road according to the courier's line of travel, in a position where the courier can reach and service it from his vehicle without being an impediment to pedestrian or vehicular traffic.
- (b) Erected so that:
 - (i) the box is securely attached to a fixed post or cantilever arm and
 - (ii) the bottom of the box is $3\frac{1}{2}'$ above the roadway and
 - (iii) identified by having the name of each boxholder printed in indelible lettering not less than one inch high on both sides of the box.

84. Boxes must not be erected within one-half mile of a post office. A person living on or near a rural route may obtain mail service thereon by erecting a rural mail box in accordance with regulations outlined herein, provided he does not reside, or erect his box, within one-half mile of a post

office. Should a post office be later established within one-half mile of a rural mail box or residence, service to such box will be discontinued. Should an existing post office be removed to a new site, rural mail delivery service will be discontinued to all patrons residing within one-quarter mile of the new site of the post office.

85. When Box is Erected in accordance with regulations, complete the application form at the back of this book and forward to the Postmaster of the distributing post office, providing him with the names of persons who will receive mail in the box. If this changes the post office address of any of the persons concerned, a change of address (form 59B) should be filed with the postmaster at the office to which mail is addressed and correspondents should be informed of the new address by Card 86B.

86. Not More Than 3 Families May Use the Same Box in which case the name of each family using the box must be printed thereon and the postmaster advised in writing.

Sections 87-88 Not Used.

89. Rural Mail Boxes Must Not be Locked as the courier would be unable to properly service a locked box.

90. Responsibility For Mail Matter in Rural Mail Boxes. The responsibility of the Postmaster General terminates

when an article is placed in a box by a courier and commences when an article is collected from a box by a courier. Severe penalties are provided by law, however, for the interference with or the theft of mail.

91. Rural Mail Boxes Intended For Mail Purposes. If a box is used for any purpose, other than rural mail delivery, which impedes the courier in the efficient performance of his duties, service will not be provided.

92. Signal When Box Contains Mail.

Whenever mail is placed in a rural route box, by the courier or boxholder, the box is to be set to indicate that mail has been placed therein. Depending on the type of box, this is to be done by,

- (a) turning the box at right angles to the road, or
- (b) raising the signal arm to the vertical position.

93. Boxholders May Not Obtain Delivery of Mail at the Post Office unless the frequency of their rural mail delivery service is LESS than daily except Sunday, in which case mail will only be handed out on other than mail delivery days. This regulation does not apply to Registered or C.O.D. articles or large parcels for which a notice has been sent to the addressee. Such mail can be obtained during office hours upon presentation of the notice and establishing identity, and paying any charges due.

94. Shortpaid or Unpaid Mail will be delivered to the addressee who is to remit the amount of postage due in accordance with instructions which will accompany the item.

95. Roads Must be Kept Open and in good condition for travel at all seasons of the year for the effective performance of the mail service. Likewise streams, gullies and ditches must be bridged where necessary. While this is primarily the duty of the municipality, nevertheless the boxholders must see that it is done. **Failure to Maintain Roads in Proper Condition will be Considered Sufficient Reason for Withdrawing Service. It is not the Duty of the Mail Couriers to Break Roads after Storms.**

96. Keep Approaches to Box Level and Clear of Snow or other Obstruction at all times to enable the courier to cover his route without unnecessary delay or inconvenience. **This Duty is the Responsibility of the Boxholder.**

97. Failure to Keep Boxes and Posts in Repair may result in the suspension of service until the necessary repairs have been effected. The box must be kept in good repair and properly erected; and the post supporting the box must be kept upright.

98. Damage to Rural Mail Boxes should be promptly reported to the nearest police or municipal authorities.

99. Addressing Mail for delivery on a rural route. The NAME (and number if any) **as Printed on the Box**, the **Route Number**, and **Name of Distributing Post Office** should always be given. If a patron's residence has a number and a street name, these also should be included in the address.

Any person receiving mail in care of a boxholder **MUST** have his mail addressed **Care of the Boxholder by Name as Printed on the Box**. The above is to ensure correct and prompt delivery. All patrons should notify their correspondents as to their correct postal address.

100. Changes of Address. Patrons should promptly notify the Postmaster at the distributing post office, in writing, and also their correspondents of a change in address. Failure to do so may result in delay or non-delivery of their mail. Card 59B, Change of Address Notice, and Cards 86B, Change of Address Announcements, are available from the courier for this purpose.

101. Numbering of Boxes. Where the Department assigns numbers to boxes along rural routes, for example in the case of a heavy duty route or where more than one family with the same

name and initials are served on the same route, each boxholder will paint the number assigned to him on his box in addition to his name. This number should form part of the boxholder's address thereafter, and he should request his correspondents to include it when addressing mail for his box.

102. Service from one Route Only.

Where more than one mail route operates over any portion of a road, service will only be given by one courier. The Department will decide which courier will give service.

103. Postmaster General Reserves the Right to Rearrange Routes

if it is considered to be in the public interest to do so. In such cases it may be necessary to request some boxholders to accept service at another point on the route, or on another route in the vicinity.

104. Postal Employees are Forbidden to Divulge Information

respecting mail passing through their hands, except to the addressee or to the sender, when enquiry is made respecting delivery.

105. Purchase of Postage Stamps

should be made from the courier or from the distributing post office. Couriers are not required to sell less than 25c. worth in booklet form, at a time.

GROUP MAIL BOXES

106. Group Mail Boxes. Where there are concentrations of people in areas served by rural routes, the people concerned may be permitted or requested to take service through group mail boxes. Normally a minimum of six patrons, in a position to take service at one point, is required to warrant the provision of a group mail box unit.

107. Same Service as to Rural Mail Box. Patrons served through group mail boxes along rural routes receive the same service as patrons served through individual rural mail boxes and are subject to the same regulations. The group mail boxes, however, are provided and maintained by the Department without cost to the patrons.

108. Compartments to be Locked. A group mail box unit is a large steel box containing ten individual compartments with separate locking facilities. Each patron is required to provide a small padlock to secure his compartment and mail will not be delivered to unlocked compartments. The padlock is to be removed if a compartment is vacated.

109. Separate Compartment for Each Patron. Each patron is normally assigned a separate compartment, but up to three patrons may use the same

one, and there may be instances where patrons will be required to share compartments until additional group box accommodation is provided.

110. Outgoing Mail. One compartment at each group mail box site is fitted as a receiver for outgoing mail and this compartment is cleared by the courier on each trip. Outgoing mail is not to be left in compartments allocated to patrons for receiving incoming mail.

111. No Service Within $\frac{1}{2}$ Mile of a Post Office. Group boxes will not be erected within a half mile of a post office, nor will residents within a half mile of a post office be eligible for service through a group box.

NOTE. Service through group boxes along Rural Routes is not to be confused with service through group boxes along Suburban Services, since the only service provided by Suburban Service couriers is the delivery and collection of ordinary mail.

REGISTRATION

112. What May be Registered. All classes of mailable matter, except articles prepaid at parcel post rates, will be accepted for registration by rural mail couriers upon prepayment of the required fee.

113. How to Register Mail. Mailable matter for registration should bear the name and address of the sender and be fully prepaid. It must be **HANDED** to the courier who is to **GIVE AN INTERIM RECEIPT IMMEDIATELY**. Such articles must not be left in a rural or group mail box. If the sender refuses to wait for his receipt the courier must decline to accept the article.

114. Retain Receipt. Should there be occasion for enquiry the receipt is to be presented directly to the postmaster at the distributing post office.

115. Fragile Articles should be so endorsed and it must be distinctly understood they are registered against loss only.

116. Registered Mail Must be Securely Put Up. Couriers are under instruction to refuse registration on articles which are not in good condition for safe transmission.

PARCEL POST

117. Parcel Post includes farm and factory products and merchandise generally (including blank books, stationery, etc.) not prohibited by postal regulations. Third Class (printed) matter may also be mailed at Parcel Post rates, at the option of the sender.

118. Parcels Should be Fully Pre-paid, Otherwise:

- (a) **Insufficiently Paid Parcels** are forwarded to destination subject to payment on delivery of double the deficient postage. (Provided at least one cent is prepaid).
- (b) **Totally Unpaid Parcels** will be sent to the Undeliverable Mail Office.

119. How to Insure Parcels. Hand the parcel to be insured to the courier and obtain an interim receipt on Form 14 R.M.D. An insurance receipt on the regular form will be signed by the Postmaster and forwarded by first mail to the sender who will keep it, in addition to the receipt from the courier, for reference purposes.

The following requirements relating to insuring of parcels are to be observed:

- (a) Inform courier as to contents. Particular attention is directed to the necessity of the courier ascertaining the nature and value of the contents of parcels tendered to him for C.O.D. or Insurance. Every care should be exercised to see that articles which are not insurable are not accepted, also that the dimensions and packing conform to the Regulations.
- (b) If not convenient to meet the courier in order to insure a parcel, the

parcel and postage may be left in the box, at the sender's risk, accompanied by a note explaining the value and nature of the contents. **If the Courier is not Advised as to Contents or Value of the Parcel He Will Insure it Against Loss Only, and so Endorse the Receipt.**

- (c) Fragile and perishable packages must be so endorsed. It must be distinctly understood such articles are insurable against loss only.
- (d) Certain articles are not insurable, such as jewellery, precious stones, fountain pens, watches, etc., valued over \$5.00 each, and currency, etc.

120. C.O.D. Service (within Canada only).

- (a) Mail matter posted at an accounting post office in Canada for delivery in any post office within Canada, or on any rural route within Canada, may be sent subject to the C.O.D. service, whereby charges due the sender up to \$100.00 may be collected from the addressee and remitted to the sender by post office money order.
- (b) Payment of the C.O.D. fee entitles the sender to indemnity in the case of loss, rifling or damage (for details consult postmaster).

121. Delivery of Registered and C.O.D. Mail and Large Parcels.

- (a) Such articles must be delivered in person to the addressee or his recognized representative. (Parcels must not be left on top or at the side of the box).
- (b) **If the Addressee or his Recognized Representative does not meet the Courier** to take delivery, the courier will leave a notice in the addressee's box on Form 3 R.M.D. advising the addressee that if he does not take delivery at the post office in the meantime, the item will be brought out on the next trip.
- (c) **The Courier Will Take the Item Out a Second Time** and should no authorized person be on hand to take delivery, the courier will return the item to the post office. Such matter will not be taken out by the courier more than twice.
- (d) **If Not Called for Within a Week** the postmaster will send a second notice on Form 3 R.M.D., deleting therefrom any reference to delivery by the courier. Such notice to be endorsed "Final Notice".
- (e) **Failure of Addressee to Take Delivery** will result in the item being held in the post office for 15

days in accordance with postal regulations, before being returned to sender.

122. Patrons Must Sign for Registered and C.O.D. Mail delivered to them and pay all deficient postage and/or C.O.D. charges due thereon.

MONEY ORDERS

*(For Payment in Canada Only)

123. How to Purchase Money Orders through the courier:

- (a) Obtain and complete application Form M.O. 3, supplies of which are carried by the courier. Fees are shown on the back of the form.
- (b) Hand the completed application form to the courier, with money to the amount of the remittance plus money order fee, and obtain a receipt from the courier on the receipt portion of the application form.

NOTE:—If the courier is unable to furnish an application form, the patron should not hand him the money but should report the matter to the postmaster.

*Patrons wishing to obtain Money Orders payable outside Canada must make application in person at an Accounting Post Office.

124. Responsibility for Loss of Money will not be assumed by the Post Office Department when such money is either left in rural mail boxes or handed to the courier for the purpose of purchasing Money Orders, unless the official application Form M.O. 3 is used and the patron is in possession of the receipt which he obtained from the courier for the purchase of the Money Order. Possession of the necessary receipts will be a determining factor in fixing responsibility for loss.

125. The Postmaster Will, if Desired by Patron, Mail Money Orders to payees in stamped addressed envelopes furnished by the remitter. It must be distinctly understood that in rendering such additional service the postmaster is acting as agent of the remitter and at his request.

126. Cashing of Money Orders may be arranged through the courier.

- (a) The patron must endorse the Money Order in favour of the courier, hand it to him, and obtain a receipt on the original of Form 35 R.M.D.
- (b) The courier is required to deliver the money on the following trip, at which time the patron must give him a receipt by signing the duplicate of Form 35 R.M.D.



APPLICATION FOR RURAL MAIL SERVICE

POSTMASTER

.....19.....

I have erected a Rural Mail Box on Rural Route No.....starting from your office.

The box is erected opposite Lot No. (or Quarter Section).....Concession (or Section) No.....

Township of.....Range.....Meridian.....

Please have all mail addressed to myself, and those persons listed below, delivered in the above mentioned box at our risk:—

.....

.....

.....

(Not more than three families may use the same box)

Owner's signature.....

Present P.O. Address.....

Occupation



CANADA
POST OFFICE

ON HER MAJESTY'S SERVICE

Postage
paid
CANADA
Port payé

To Postmaster

.....

.....

